

5 October 1983

MEMORANDUM FOR THE RECORD

From: EAA Store Manager
To: Chief, Benefits and Services Division

Subj: Bounced check

1. Upon receipt of our bank statement dated 6/22/83 a bounced check for \$13.87 was deducted from our account 6/14/83. The memo with the bounced check had been sent to our old address at the mid-city station in D. C. The bank was contacted on 6/27, asking for a copy and requesting them to change our address. It was not until 22 August that this copy was received. The person originally contacted at the Bank in June had been transferred to a new job and the person who replaced her had no record of our request when REcontacted on 7/26/83.

2. When contacting the agency person whose check was involved on 9 September, she had been on leave until this time, she informed me she had been down to the Store in June and gave the money in an envelope to one of the clerks but did not wait for a receipt. We do not have a record of this. Both cashiers state they cannot recall any individual leaving an envelope.

3. Due to the length of time in obtaining the check from the Bank and the lateness in getting in touch with the individual, it is requested that the amount of \$13.87 be considered a shortage. It is recommended that this be approved for write off.

APPROVED:



STAT

DISAPPROVED:



10/6/83